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**Purpose**

Describe data elements that must be collected on a routine basis for periodic reporting to USDA

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**Submitting  
Required  
Records**

The State Agency and local agencies must maintain complete records concerning WIC Program Operations. Records are to be submitted to USDA-FNS as specified.

1. A summary of the results of the monitoring of high risk and representative food vendors and of the review of food instruments are to be submitted annually to USDA-FNS at the conclusion of each fiscal year.
    - a. The State Agency submits The Integrity Profile, (TIP), which summaries the fiscal year's activities of the vendor management component of the WIC Program.
  2. Financial and participation reports are to be submitted by the state agency to USDA-FNS on a monthly basis. Minimum information to be included is actual and projected participation, the number of persons on waiting lists, itemized administrative and program services funds expenditures.
    - a. Local agencies are required to report to the State agency administrative and program services expenditures on a monthly basis.
    - b. Participation will be counted by information collected from the WIC computer system.
    - c. Racial and ethnic participation data will be entered into and collected from the WIC computer system.
  3. Food expenditures are collected from the WIC computer system through the issuance of food instruments to participants.
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**Minimum Data  
Set Collection  
and Submission**

The State Agency must maintain and routinely submit the minimum data set to USDA-FNS.

1. Minimum data to be collected and submitted include the following: FNS 10-Digit ID Code, Local Agency ID, Case ID, Date of Birth, Race/Ethnicity, Certification Category, Expected Date of Delivery/Weeks Gestation, Date of Certification, Sex, Priority Level, Participation in ADC/Medicaid/Food Stamps, Migrant Status, Number in Family/Economic Unit, Family/Economic Unit Income, Nutritional Risks Present at Certification, Hemoglobin/Hematocrit, Weight, Height, and Date of Weight/Height Measure, currently breastfed, ever breastfed, length of time breastfed, date breastfed data collected, and

food packages.

2. The State Agency fulfills the requirement for the minimum data set through the submission of the Participant Characteristics (PC) data set.

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**Report  
Documentation**

For audit purposes, all financial and program reports maintained and submitted by the State and local agencies must be traceable to source documentation.